

Cape Girardeau Public Schools
Application for Horizontal Movement on Certified Salary Schedule

Name _____ Building _____ Date _____

This form is **only** to be used to apply for horizontal movement on the certified salary schedule. Use a separate application form for monetary compensation for CEUs. Please follow the directions below.

Directions:

- Complete the chart below listing the college courses, course numbers and hours; the description of the Continuing Education Units (CEUs) and number of CEUs in multiples of .5; and/or description of contact hours and number of contact hours earned. Please remember, 16 contact hours = 1 CEU and that 8 contact hours = .5 CEU. Only whole numbers of CEUs and college hours are applicable to horizontal movement.
- Please avoid including contact hours or CEUs in excess of the number needed for horizontal movement. If you wish to receive the \$25 compensation per CEU, then use the application form for that purpose.
- **Attach originals rather than copies** of the documents that support the information in the chart below (college transcripts and CEU forms along with **original certificates** as finally approved.) ▪ Attach an additional page of this form if more space is needed than provided below.

Name/Description of College Course and/or CEU Activity	College Course Number	College Hours #	CEU Credits #	CEU-Contact Hours #
TOTAL				

I am requesting horizontal movement to the following salary column (check one):

BS/BA + 18
 MS/MA
 MS/MA + 15
 MS/MA + 30

Employee Signature _____ Page _____ of _____

Central Office Approval _____ Date Processed _____